

To: Leila Sepehri Getto[leila_getto@ios.doi.gov]
From: Kari Kaibel
Sent: 2018-03-15T18:43:12-04:00
Importance: Normal
Subject: Fwd: Wednesday, March 14 - Cost Breakdown
Received: 2018-03-15T18:43:38-04:00

Good evening, Leila,

Pursuant to our conversation, and supplementing the below breakdown:

Drinks were on consumption basis so we don't have a per person figure. However, the costs are as follows: Cocktails \$20 each, beer is \$8/9 per bottle, wine is \$79 per bottle (\$15.80/glass).

If one glass of wine was consumed, please add that to the total below + related tax.

Many thanks,
Kari

Kari Kaibel
Executive Assistant to
Executive Vice President & Chief Strategy Officer

From: Kari Kaibel
Sent: Thursday, March 15, 2018 12:30 PM
To: 'Leila Getto' <leila_getto@ios.doi.gov>
Subject: RE: Wednesday, March 14 - Cost Breakdown

Good day, Leila,

Thank you for reaching out. Please find below:

Reception (without drinks) -

\$28

\$6.72 service charge

Subtotal - \$34.72

Tax - \$4.86

Total\$39.58

Please let me know if any further questions.

Many thanks,

Kari

From: Leila Getto <leila_getto@ios.doi.gov>
Sent: Thursday, March 15, 2018 12:13 PM
To: Kari Kaibel <KaibelK@api.org>
Subject: Re: Wednesday, March 14 - Cost Breakdown

Can I trouble you for the estimated per person cost of the reception?

Leila Getto

Deputy Director, Scheduling and Advance

Office of the Secretary

Direct 202-208-5359

Cell 202-706-9435

On Mar 14, 2018, at 9:29 PM, Kari Kaibel <KaibelK@api.org> wrote:

Leila,

Please let me know if I may provide more I formation.

Happy to help!

Kari

Kari Kaibel

Executive Assistant to

Executive Vice President & Chief Strategy Officer

via 703-674-7631

Sent: Wednesday, March 14, 2018 9:27 PM

Subject: Wednesday, March 14 - Cost Breakdown

To: Leila Sepehri Getto <leila_getto@ios.doi.gov>

Greetings, Leila,

Please find below as requested:

Reception (cost per person) – food is \$28 per person. Drinks are on consumption so harder to calculate. Cocktails \$20 each, beer is \$8/9 per bottle, wine is \$79 per bottle.

Tax (per person) 14%

Tips (per person) – no direct tips at the dinner but the service charge is 24% (service charge is taxable)

Dinner per person (\$120)

Total Number of attendees – 72

Should you require further detail, please let me know.

Happy to help!

Kari

Kari Kaibel

Executive Assistant to

Executive Vice President & Chief Strategy Officer

via 703-674-7631